



## Admissions Advisor

*The mission of Columbia Bible College is to equip people for a life of discipleship, ministry, and leadership in service to the church and community.*

Department	Admissions
Staff/Management/Faculty	Staff – non management
Load	Full time
Pay Scale	\$40,000- \$45,000 year (full-time)

### Job Purpose

Admissions Advisor is a full-time non-management position, serving in a public-facing role focused on recruiting students to Columbia Bible College, through connecting with prospective students, parents, and influencers; and assisting applicants from initial inquiry through the admissions cycle and orientation.

### Duties and Responsibilities

- Building relationships with prospective students and their families, churches and schools and executing communication flows with them.
- Hosting campus visits and tours for prospective students and their families.
- Assisting in planning and running View Days and other Columbia student recruitment events.
- Prospect follow-up and advising through the admission process (email, telephone, messaging, and person to person) to answer questions and ensure applications are complete and fees are received.
- Data entry and tracking prospective students through the recruitment/admissions process.
- Assessing student applications against admission standards.
- Communicating with successful applicants, answering questions, transitioning new students to other departments (Financial Aid Student Accounts, Registrar, Student Development, etc.).
- Assisting with student orientation and admissions process.
- Maintaining activity reports and track expenses.
- Representing Columbia at off-campus events (Lower Mainland, BC, and throughout Canada).

### Qualifications

- Undergraduate degree/diploma required (preference from Columbia Bible College) or experience in outside sales.
- Excellent relational and communication skills.

## Schedule "A"

- Competence working in MS Office and other software (e.g. Excel, Word, PowerPoint).
- Willingness to travel.
- Experience in public speaking to youth and parents is an asset.
- Aspire to the Staff & Faculty Attributes.
- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, Responsibilities of Community Membership and the ABHE Tenets of Faith Statements.
- Maintain membership in good standing in a local biblically based Christian church that aligns with Columbia's theological perspectives and values.

### **Working Conditions**

Work takes place in an office environment on Columbia campus, as well as participating in educational fairs and networking events off campus at secondary schools, churches, conferences, etc.

Traveling throughout the Lower Mainland, British Columbia, and Canada is required and this role involves working some evenings and/or weekends.

### **Physical Requirements**

Some light to heavy (up to 50lbs) lifting of materials for educational fairs and recruiting events.

### **Statement of Relationships**

The position reports to the Director of Admissions and works together with other Admissions Advisors as well as with other departments such as marketing, financial aid student accounts, registrar's office, and student development.

Employee signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date \_\_\_\_\_